BONNEVILLE
POWER ADMINISTRATION

Transmission Business Line (TBL)

Procedure

Manual Process for Short-Term Firm Reservations and Firm Redirects And Interim Procedure for Bumping Market

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This document provides instructions for TBL Transmission Customers (customers) to make new short-term transmission reservations or to redirect existing service on a short-term basis. The document illustrates how TBL staff will accept and process these requests when operating in a manual fashion.

It also provides information about preemption of short-term reservations while TBL is operating a bumping market. The preemption procedure is interim while TBL's request for a tariff change that will eliminate bumping is pending at FERC. TBL has designed, tested and is ready to operate an automated process for the short-term reservation process that will follow the changes we proposed for our tariff. However, until FERC has issued an Order authorizing the change, TBL will comply with the provisions in its existing tariff. Compliance will be through a manual process, described herein, which will continue at least until FERC has issued its ruling.

Effective September 24, 2003 at 0900 PPT and continuing until further notice, BPAT will implement the following changes:

1. Accept Firm Redirect requests for delivery on October 1, 2003 and beyond;

2. Limit customers to 5 requests per day (which includes redirects);

3. Evaluate the short-term market at 0700 PPT each day. (Effective September 25, 2003.)

This document is subject to change.

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1. **Initiating a request**

    Short-term firm reservation requests are initiated by the customer as follows:

    A. Enter OASIS and query offerings to view total transfer capacity (TTC) and available transfer capability (ATC) on the desired path(s).

        All requests must be submitted in accordance with the timelines in the Reservations and Scheduling Procedures. http://www2.transmission.bpa.gov/includes/get.cfm?ID=9&type=business%20practice1

    B. Submit a request that includes:

        *   Start Date
        *   Stop Date (both begin/end at 00:00)
        *   Contract number in Sale Reference Number block
        *   Service Type
        *   Capacity Requested
        *   Bid Price (If the reservation is longer than 5 days provide two prices, days one through five and days six and beyond.)
        *   POR and POD
        *   Source and Sink
        *   Optional: Partial service parameters (minimum acceptable capacity, minimum acceptable duration, and whether duration or capacity is the highest priority). If partial service parameters are not provided or if they are entered incorrectly, TBL will not offer partial service.

    C. OASIS will set the status of the request to QUEUED and assign an Associated Reference Number (ARef) number (#123456). If the customer submits an invalid request, it will be assigned the status of INVALID, and the customer must submit a new request.

2. **Process when there is ATC**

    If there is ATC for the entire request, the system sets the request status to ACCEPTED.

    A. Query OASIS by ARef Number for current status.

    B. CONFIRM or WITHDRAW an ACCEPTED request.

        *   The customer must respond as indicated in Table A of the Reservation and Scheduling Procedures http://www2.transmission.bpa.gov/includes/get.cfm?ID=9&type=business%20practice1

        *   If the customer does not respond within the required time period, the request is RETRACTED.

        *   If a request is submitted as PRECONFIRMED, it is not necessary to confirm the request. (See Section 3 of this document for information on partial awards.)

3. **Partial Service Offer**

    If ATC is insufficient to meet the full request, TBL will make a partial offer consistent with the partial service offer parameters specified in the request. If the customer does

not enter partial service parameters or enters them incorrectly, TBL will not extend a partial offer.

Partial service offer parameters are: Minimum MW (Capacity), Minimum Duration (Time), and choice of Capacity or Duration. Parameters must be within the requested product duration; for example, a monthly product request must specify Minimum Duration of at least 28 days.

For most efficient operation, use the interface provided in OASIS to create the partial parameter string, which may then be copied and pasted into the request. Parameters entered manually into the Customer Comments field must adhere to the following format.

$$<<Min\_ATC = [min\ ATC]; Min\_Dur = [min\ duration]; priority = [priority]>>$$

- *min ATC* = lowest MW value the customer is willing to accept
- *min duration* = shortest duration (in days) the customer is willing to accept without changing product type
- *priority* = "T" for duration or "C" for capacity to tell TBL how to evaluate the request.

Example: $<<Min\_ATC = 25; Min\_Dur = 3; priority = T>>$

A partial offer is made as a counteroffer based on the customer's designated partial parameters.

- The customer must either CONFIRM or WITHDRAW the COUNTEROFFER in a timely manner, even if the request was submitted as PRECONFIRMED.

- If the customer fails to respond within the timelines established in the "Reservations and Scheduling Procedures," the request will be RETRACTED.

- Parameters must be entered at the time the customer submits its request. The parameters cannot be added, removed, or changed once the request has been submitted.

4. **Firm Redirect Requests**

Requests for firm redirects are initiated in the same way as short-term requests in OASIS.

Note: TBL's firm redirect and scheduling processes and systems do not provide checks or safe guards to prevent over scheduling. Customers are responsible for verifying that their schedules do not exceed their contract demands, thus triggering charges for unauthorized increases. The customer is ultimately responsible for all information submitted in the request.

A. Enter OASIS and query offerings to view TTC and ATC on the desired path(s).

B. Select Redirect from the OASIS menu and submit a request including the data specified in Step 1.B and the data required for redirected service.

- Verify the ARef number of the request being redirected in the Related Reference field.

- Verify or identify the POR and POD from which service is being redirected.

- Verify or identify the POR and POD to which service is being redirected.

- Specify amount of capacity being redirected.

- Specify the duration of the redirected service.

- Check the box to PRECONFIRM the request.

  Note: BPAT will not redirect service if the request is not PRECONFIRMED.

C. OASIS will set the status of the request to QUEUED and assign an ARef number (#123456) for the request.

The request will be processed as stated in Sections 2 and 3 above.

5. Manual Process

In the event that the automated systems are unavailable, the reservation staff will process short-term reservations (including redirects) manually. When this happens, the staff will post an announcement that the manual process is in effect and send notification to the subscribers of the Information Notification list.

Note: To subscribe to this list, use the electronic form found on the TBL web site at http://www.transmission.bpa.gov/oasis/TBL/lists/oapostings/OA_Comm.html

During manual processing, the normal request procedure is as follows:

- All requests are submitted on OASIS as described in Section 1 above.

- Total short-term requests, including firm redirects, are limited to 5 per customer per day. All subsequent requests will be deemed and flagged INVALID. COUNTEROFFERS and hourly firm and nonfirm requests are not part of this limit.

- All requests for delivery starting the next day must be submitted no later than 0700 Pacific Prevailing Time (PPT).

- Once a day, beginning at 0700, the BPAT reservation staff will process all requests in the queue on a first-come, first-serve basis. Requests are processed Monday through Friday, except Federal holidays.

- Every attempt will be made to post award notifications to OASIS by 1000 Monday through Friday, except Federal holidays.

- Hourly requests will not be processed until the completion of the short-term market.

6. Preemption by Longer-Term Service Requests (Interim Bumping Market)

In the event that there are competing requests for transmission service (requests for longer-term service that have overlapping dates of requested service and ATC is insufficient to satisfy both requests), TBL will offer the CONFIRMED request a right of first refusal (ROFR) to match a RECEIVED longer-term request. This will be achieved through the COUNTEROFFER.

A daily request can be extended to meet a weekly or monthly request and so forth.

If there is insufficient ATC to allow a full duration match past the end date of the original duration of the CONFIRMED request, then the RECEIVED request will be deemed non-competing due to lack of ATC. The RECEIVED request will be offered a partial, if the customer filled out the partial service parameters when the request is

submitted and there is sufficient ATC to meet the parameter conditions listed by the customer.

Following are the rules that will be used to manually offer ROFR:

A. The first requestor in the queue will have ROFR over subsequent RECEIVED requests in the queue for service on the same constrained path if the request is CONFIRMED.

B. For a RECEIVED request to be considered a competing request, sufficient ATC must be available for the duration match to be added to the end date of the original duration of the CONFIRMED request at the capacity level in the original CONFIRMED request. If insufficient ATC exists to meet this rule, the RECEIVED request is deemed non-competing due to lack of ATC and the CONFIRMED request will retain its position; however, in this case, the RECEIVED request will be offered a partial if it filled out the partial service parameters in its request and there is sufficient ATC to extend an offer based on those parameters.

C. If a competing request is RECEIVED, then the prior CONFIRMED request will be offered ROFR through a COUNTEROFFER. The COUNTEROFFER will identify the competing request by ARef. The CONFIRMED customer must match the duration of the competing request, or their request will be DISPLACED.

D. Once the Conditionally CONFIRMED request is changed to COUNTEROFFER, the transmission customer with ROFR will have the option to CONFIRM or WITHDRAW the request.

- If the customer CONFIRMS the request, it agrees to meet the duration of the competing request. The customer must submit a new OASIS request to match the competing request but must retain its original start date. That is, duration matches can only add time at the end of the original CONFIRMED requests' duration. The CONFIRMED customer must also enter the original ARef number in the Related Reference field to preserve the original queue time. When the new request is submitted, the original request will be DISPLACED by the transmission provider. This new request will retain its queue priority by virtue of the linking ARef.

- If the customer WITHDRAWS the request, it is electing not to meet the duration of the competing request. Once the request is withdrawn, it is removed from the queue and will not be considered further.

- If the customer does not respond within the established timelines specified in the Reservation and Scheduling Procedures Procedures http://www2.transmission.bpa.gov/includes/get.cfm?ID=9&type=business%20practice1, the transmission provider will set the COUNTEROFFER to RETRACT. Once a request is RETRACTED it is in final state.